

New Milford Board of Education
Policy Sub-Committee Special Meeting Minutes
November 7, 2023
Sarah Noble Intermediate School Library Media Center

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 NEW MILFORD, CT

Present:	Mrs. Olga I. Rella, Chairperson Mrs. Tammy McInerney Mrs. Wendy Faulenbach Mrs. Leslie Sarich
Absent:	Mrs. Sarah Herring

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Dr. JeanAnn Paddyfote, Project-Based Employee on Google Meet Mrs. Laura Olson, Director of Pupil Personnel and Special Services
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1.	Call to Order The New Milford Board of Education Policy Sub-Committee was called to order at 6:45 pm by Mrs. Olga Rella, Chairperson.	Call to Order
2.	Public Comment None	Public Comment None
3.	Discussion and Possible Action A. Policies Recommended for Approval 1. 2300 Policy and Administrative Regulations Regarding Holds on the Destruction of Electronic Information and Paper Records 2. 4116 Increasing Educator Diversity Plan 3. 4118.25 Reports of Suspected Abuse and Neglect of Children or Reports of Sexual 4218.25 Assault of Students by School Employees 4. 5112 Admission to the Public Schools At or Before Age Five 5. 5115 Recess and Play-Based Learning 6. 5141.5 Policy and Administrative Regulations Regarding Suicide Prevention and Intervention 7. 5142 Administration of Student Medications in Schools	Discussion and Possible Action A. Policies Recommended for Approval 1. 2300 Policy and Administrative Regulations Regarding Holds on the Destruction of Electronic Information and Paper Records 2. 4116 Increasing Educator Diversity Plan 3. 4118.25 Reports of Suspected Abuse and Neglect of Children or Reports of Sexual 4218.25 Assault of Students by School Employees 4. 5112 Admission to the Public Schools At or Before Age Five 5. 5115 Recess and Play-Based Learning

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	<p>8. 5158 Policy and Administrative Regulations to Improve Completion Rates of the Free Application for Federal Student (Aid)</p> <p>9. 6147 Parental Access to Instructional Material</p> <p>Regarding 2300, Dr. Parlato stated this policy is not mandatory but a best practice. It has to do with holding on to paper information and records. If there is pending litigation, this policy is a reminder that records have to be retained. The state of CT requires documents be held on to for certain periods of time.</p> <p>Mrs. Rella asked how the documents are stored. Dr. Parlato stated some are digitized, which helps save room, and there are off site locations to store documents.</p> <p>Mrs. McInerney asked if most documents produced are digital and don't have to keep hard copies.</p> <p>Dr. Parlato stated yes, but a cumulative file is in paper.</p> <p>Dr. Parlato stated the district reviews guidelines of how long to hold documents for, then in some cases, digitizes them. A prior student may require something like a transcript, which the district will need to produce, and it may still be on paper.</p> <p>Mrs. Faulenbach asked if policy 2300 was new. Mrs. Rella stated it is new. It is recommended but not required.</p> <p>Mrs. Faulenbach confirmed the policy has to be reviewed by the Board of Education twice.</p> <p>Mrs. Olson stated her office is the keeper of records and a notification is sent out to anyone 3 months prior to a date where the district no longer will be required to keep special education</p>	<p>6. 5141.5 Policy and Administrative Regulations Regarding Suicide Prevention and Intervention</p> <p>7. 5142 Administration of Student Medications in Schools</p> <p>8. 5158 Policy and Administrative Regulations to Improve Completion Rates of the Free Application for Federal Student (Aid)</p> <p>9. 6147 Parental Access to Instructional Material</p>
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	<p>documents. If it is a non special education student, it is handled by Ms. Hollander's office.</p> <p>Mrs. Faulenbach noted there are records that have to be kept because of litigation.</p> <p>Dr. Parlato confirmed, yes, the state gives the guidelines for that.</p> <p>Regarding policy 4116, Dr. Parlato stated it used to be called the plan for minority educator recruitment and by March 15, 2024 all districts will have to have a plan to increase educator diversity. The district is actively working and collaborating with other districts on ideas.</p> <p>Regarding policies 4118.25 and 4218.25, Dr. Parlato stated school employees are mandated reporters in the case of suspected child abuse or neglect. This policy provides definitions of what sexual assault is and what needs to be reported. Mrs. Rella asked if this policy is mandated. Dr. Parlato stated yes. Mrs. Rella stated it is a revision with the mandate. Dr. Parlato stated it provides definitions from the legislation. The definition of sexual contact, definition of sexual assault in 1st degree, etc. The policy also provides examples of what physical neglect is, emotional abuse, and the behaviors you might see in children suffering from these. Mrs. Rella asked if the staff is going through training for it. Dr. Parlato stated yes.</p> <p>Regarding policy 5112, Dr. Parlato stated this policy is going into effect July 1, 2024. If a parent provides a written request for a student's inclusion in Kindergarten with a birthday after September 1, staff will need to assess the child's readiness. Mrs. Faulenbach asked if it is a standard assessment. Dr. Parlato stated it is a district- created assessment, and Ms. Hollander is working on that, alongside other districts to consider appropriate assessment for families seeking a waiver. Mrs. Rella stated parents will do what they can to get their child admitted early. Mrs. McInerney stated parents will not</p>	
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want to pay for the extra year of daycare if the child's birthday is after September 1.

Dr. Parlato stated some children with a birthday after September 1 may be ready for Kindergarten. Mrs. Faulenbach asked if there is an appeal process. Dr. Paddyfote noted the policy spells out what the appeal process is, in the end the Principal makes the final decision. Dr. Parlato stated it's about defining the assessment and what it means to pass that assessment.

Mrs. Rella stated some districts are adding more early learning programs. Ms. Hollander stated she is working closely with the Youth Agency for options as well. This legislation happened very fast and families may be challenged to pay for the extra year of daycare. Mrs. Rella stated it would be good to explore having the Youth Agency expand their preschool program. Ms. Hollander noted the program length of the Youth Agency preschool program is limited. Mrs. Rella agreed.

Regarding policy 5115, Dr. Parlato stated in the 24/25 school year, the district must supply play-based learning in grades PreK-5. The legislation intends to make sure some portion of play is taking place. Ms. Hollander added that this is play with a learning approach. Mrs. McInerney noted things like recess cannot be taken away as a discipline.

Dr. Parlato stated there are definitions provided in the proposed policy on undirected play and play based learning, as well as the differences between free play, guided play, purposeful play, etc.

Mrs. McInerney asked if this might create contractual issues where teachers, who might be doing other things with their time during purposeful play. Dr. Parlato stated the district provides specific planning time for teachers. Dr. Parlato then pointed out that on pages 3 and 4 it

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	<p>specifically states the play-based learning will be free from mobile devices.</p> <p>Regarding policy 5141.5, Dr. Parlato stated the district is required to have a policy on suicide prevention and intervention. It is something that should be reviewed by medical advisors and mental health professionals. Mrs. Olson stated Dr. Hack has reviewed and approved the policy as well as the nurse coordinator.</p> <p>Regarding policy 5142, Dr. Parlato stated what is new is inclusion of opioid antagonists, such as Narcan. Most of the policy has to do with how medications are administered in school and makes sure Narcan is included. Mrs. Rella asked if parents have to give permission for Narcan. Dr. Parlato stated there is an opt out form for Narcan. Mrs. McInerney asked if Dr. Hack also looked at these. Dr. Parlato stated yes.</p> <p>Mrs. Faulenbach asked if the schools currently have lock boxes. Dr. Parlato stated yes, at the high school. Mrs. Olson stated there is Narcan in all the buildings.</p> <p>Regarding policy 5158, Dr. Parlato stated this policy is intended to increase completion rate for the Free Application for Federal Student Aid by students and families. There is a requirement that students complete FAFSA, or someone completes it on their behalf. Mrs. Faulenbach asked if counselors know who has or has not completed the application. Dr. Parlato stated yes, and the goal is to increase the percentage of families that complete it. Mrs. Rella stated there is no career center secretary hired yet. Dr. Parlato stated that was correct.</p> <p>Mrs. Rella stated parents have asked how to access information about financial aid. Ms. Hollander responded that she is working with school counselors to ensure the website is current and easily accessible.</p>	
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	<p>Mrs. Faulenbach asked at what point during the year do parents try to access information about financial aid. Ms. Hollander replied, it is around this time. Mrs. Faulenbach suggested adding it to the newsletter.</p> <p>Mrs. Rella asked if the district is doing FAFSA workshops. Ms. Hollander stated they were. Mrs. McInerney agreed on the importance of parents to use Naviance and is pleased by the rollout plan. Dr. Parlato stated the district is backing it into the middle school as well.</p> <p>Regarding policy 6147, Dr. Parlato stated Public Act 23-160 makes curriculum public. Academic tests or assessments are not included. Mrs. Rella asked where the materials are available. Ms. Hollander stated they are on the website, under the Department of Instruction. Mrs. Faulenbach noted this is something parents look at heavily on curriculum night. Ms. Hollander stated curricula goes up on the website as soon as it is approved and is trying to make it more available with fewer clicks on the website.</p> <p><i>Mrs. Rella moved to bring policies 2300 and 5112 to the board for approval for first review and the remainder to the board for approval. Seconded by Mrs. McInerney.</i></p> <p>Policies Recommended for Deletion Upon Approval of Policies in 3.A</p> <ol style="list-style-type: none"> 1. 2000 Concepts and Roles in Administration 2. 2000.1 Board-Superintendent Relations 3. 2100 Administrative Organization 4. 2112 Professional Development Opportunities 5. 2120 Administrative Assignments 6. 2130 Job Descriptions 7. 2131 Superintendent of Schools 	<p>Motion made and passed unanimously for the following policies 2300 and 5112 to be brought to the board for approval for first review and the remainder to the board for approval. Motion passed unanimously.</p> <p>B. Policies Recommended for Deletion Upon Approval of Policies in 3.A</p>
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		<ol style="list-style-type: none"> 8. 2132 Assistant Superintendent of Schools 9. 2133 Principal 10. 2141 Recruitment and Appointment of Superintendent 11. 2151 Appointment of Administrative and Supervisory Personnel 12. 2152 Assignment of Supervisory Personnel 13. 2210 Administrative Leeway in Absence of Board of Education Policy 14. 2231 Policy and Regulation System 15. 2240 Educational Research in District Schools 16. 2250 Monitoring of Product and Process Goals 17. 2400 Evaluation of the Superintendent <p><i>Mrs. McInerney moved to bring the above policies Recommended for Deletion to the full board for deletion. Seconded by Mrs. Sarich.</i></p>	<ol style="list-style-type: none"> 1. 2000 Concepts and Roles in Administration 2. 2000.1 Board-Superintendent Relations 3. 2100 Administrative Organization 4. 2112 Professional Development Opportunities 5. 2120 Administrative Assignments 6. 2130 Job Descriptions 7. 2131 Superintendent of Schools 8. 2132 Assistant Superintendent of Schools 9. 2133 Principal 10. 2141 Recruitment and Appointment of Superintendent 11. 2151 Appointment of Administrative and Supervisory Personnel 12. 2152 Assignment of Supervisory Personnel 13. 2210 Administrative Leeway in Absence of Board of Education Policy 14. 2231 Policy and Regulation System 15. 2240 Educational Research in District Schools 16. 2250 Monitoring of Product and Process Goals 17. 2400 Evaluation of the Superintendent <p>Motion made and passed unanimously for the following policies to be brought to the full board for deletion. Motion passed unanimously.</p>
4.		<p>Items of Information</p> <ol style="list-style-type: none"> 1. 2300 R Administrative Regulations Regarding Holds on the Destruction of Electronic Information and Paper Records 	<p>Items of Information</p> <ol style="list-style-type: none"> 1. 2300 R Administrative Regulations Regarding Holds on the Destruction of

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	<p>2. 5141.5R Administrative Regulations Regarding Suicide Prevention and Intervention</p> <p>3. 5158 R Administrative Regulations to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA)</p> <p>Regarding 2300R, Dr. Parlato stated it's related to the holds on destruction of records. It names a Custodian of the Records, and makes sure paper records are not destroyed in cases of litigation or potential litigation. Mrs. McInerney asked if the regulation will add the custodian name. Dr. Parlato confirmed that it would.</p> <p>Regarding 5141.5R, Dr. Parlato stated this designates staff members who may refer children to interventions. It defines "imminent danger," and the role of the parent/guardian. Mrs. McInerney asked why the text was highlighted in yellow. Dr. Parlato stated that part of the regulation is for consideration, as there is not a requirement to have a student assistant program. Mr. McInerney asked if the district was thinking of creating one, and Dr. Parlato stated yes.</p> <p>Regarding 5158R, Dr. Parlato stated this asks districts to create a task force. which includes presentations to students and families on what FAFSA is, and encourages students to complete it. Mrs. Faulenbach asked to confirm the district is still doing presentations and Dr. Parlato stated yes. It is under the umbrella of financial aid. Anyone with questions should see their school counselor.</p>	<p>Electronic Information and Paper Records</p> <p>2. 5141.5R Administrative Regulations Regarding Suicide Prevention and Intervention</p> <p>3. 5158 R Administrative Regulations to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA)</p>
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5.	<p>Audit Review Update</p> <p>1. Policies for December Meeting</p> <p>A. New Title 1 and Family Engagement Policy, Instruction—Series 6000</p> <p>B. Revisions to Non-Discrimination Policies in Community—Series 1000,</p>	<p>Audit Review Update</p> <p>1. Policies for December Meeting</p>
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		<p>Personnel—Series 4000 and Students—Series 5000</p> <p>C. Use of Facilities in Community—Series 1000</p> <p>D. Graduation Requirements—Series 6000</p> <p>E. Begin Review of Business—Series 3000</p> <p>2. Begin Review of Board Bylaws—Series 9000, in 2024</p> <p>Dr. Parlato stated Dr. Paddyfote is providing a road map for future policy reviews. There will be new revisions, and updates, beginning with board bylaws - series 9000. Mrs. McNerney stated it gives the public a good warning on things that will be discussed. Mrs. Faulenbach noted the 3000 and 9000 series can be addressed after the January budget meetings. Mrs. Rella thanked Dr. Paddyfote and Dr. Parlato and the committee for their hard work.</p>	<p>2. Begin Review of Board Bylaws—Series 9000, in 2024</p>
6.		<p>Public Comment None</p>	<p>Public Comment</p>
7.		<p>Adjourn <i>Mrs. McNerney moved to adjourn the meeting at 7:26 pm, seconded by Mrs. Sarich and passed unanimously.</i></p>	<p>Adjourn Motion made and passed unanimously to adjourn the meeting at 7:26pm.</p>

Respectfully Submitted,



Mrs. Olga I. Rella, Chair